# Instructions For Annexe Staff Using The Flexi Spreadsheets

## Overview

These spreadsheets are designed as a solution for recording flexi time and hours worked for staff members moving to the Annexe.

The spreadsheets are very simple in design, and therefore are straight forward to use. However, there are a few things that staff will need to be aware of when using these sheets. This short document aims to act as a reference guide for all who will be using the spreadsheets.

## Using the spreadsheets
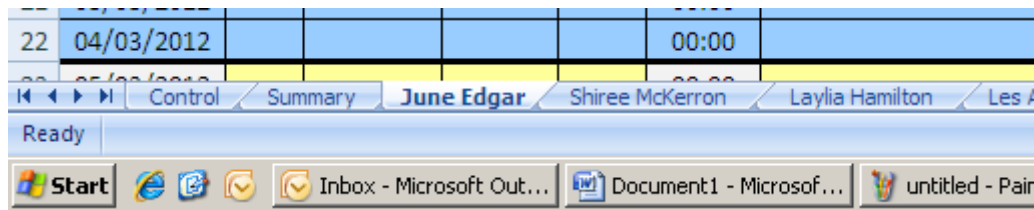
1)  When staff are opening a spreadsheet for the first time they should be aware of the security warning at the top of the page:
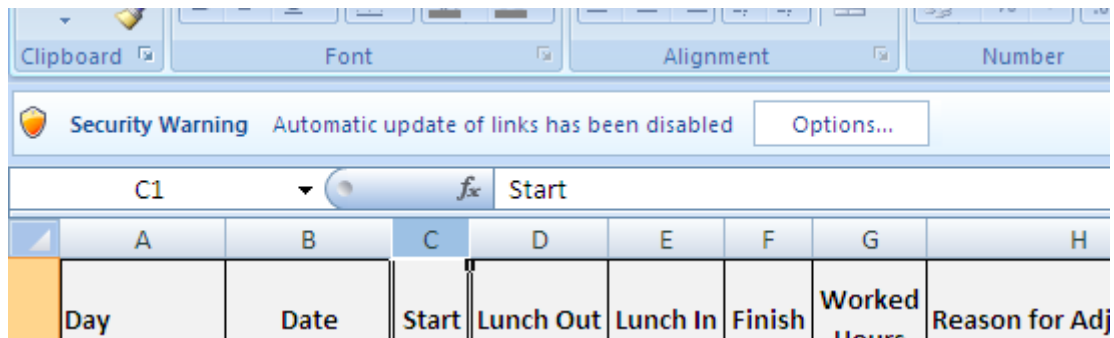


To enable the spreadsheet to 'link' to a previous spreadsheet and automatically carry forward flexi hours from the previous period, the options button needs to be pressed and the 'enable this content' radio button selected followed by 'OK' as shown below:
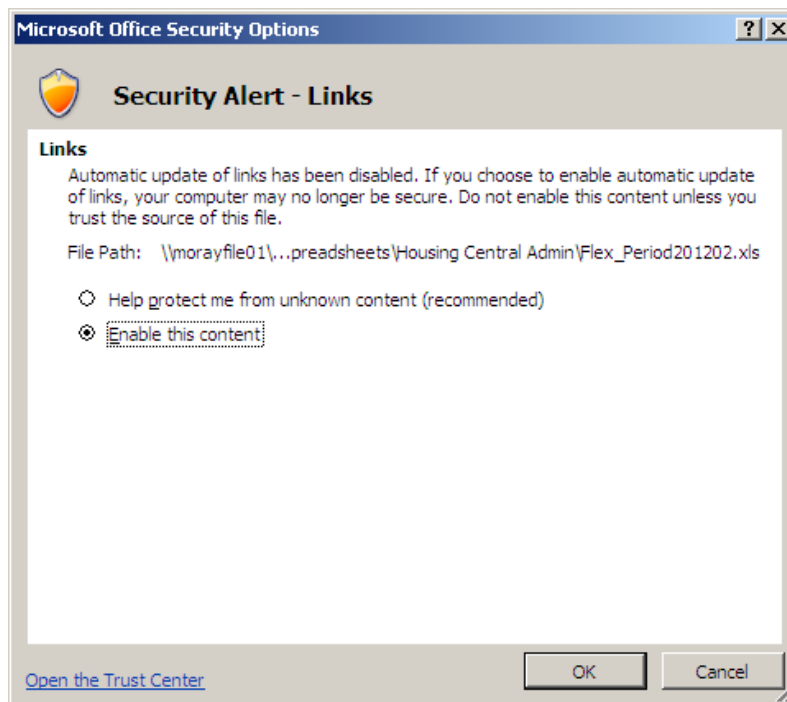
2) You then need to select the tab corresponding to your name at the bottom of the page:

| 22 | 04/03/2012 | | | 00:00 | |

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3) Input of hours needs to be in the format 00:00 and include a morning in and out time, and an afternoon in and out time (you will need to include the minimum 30 minutes for lunch even if you do not take a lunch break). An example is shown below:

| | Date | Start | Lunch Out | Lunch In | Finish | Worked Hours | Reason for Adjustment | Value | Daily Totals | Weekly Totals | | June |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | |
| 2 | 13/02/2012 | 09:00 | 12:00 | 12:30 | 17:00 | 07:30 | | 00:00 | 07:30 | | | |
| 3 | 14/02/2012 | 08:45 | 12:00 | 12:30 | 18:00 | 08:45 | | 00:00 | 08:45 | | | |
| 4 | 15/02/2012 | 08:45 | 12:00 | 13:00 | 18:00 | 08:15 | | 00:00 | 08:15 | | Calenc |
| 5 | 16/02/2012 | | | | | 00:00 | | 00:00 | 00:00 | | Flexi P |
| 6 | 17/02/2012 | | | | | 00:00 | | 00:00 | 00:00 | | Start I |
| 7 | 18/02/2012 | | | | | 00:00 | | 00:00 | 00:00 | | End D: |

4) You will notice that the flexi hours do not add up correctly in the summary section on the right of the sheet:

| K | L | M | N | O |
|---|---|---|---|---|
| Weekly Totals | | | | |
| | | **June Edgar** | | |
| | | | | |
| | | Calendar Year | 2012 | |
| | | Flexi Period | 02 | |
| | | Start Date | 13/02/2012 | |
| | | End Date | 11/03/2012 | |
| 24:30 | | Current Date | 21/02/2012 | |
| | | Day in Period | 9 | |
| | | | | |
| | | Brought forward hours | 00:00 | |
| | | Hours Worked | 24:30 | |
| | | Sub Total | 24:30 | |
| 00:00 | | Standard Contract Hours | 145:00 | |
| | | Debit/Credit Hours | -120:30 | |
| | | Max Credit Permitted | 10:00 | |

To avoid this, a simple way of adding up flexi hours correctly is to insert your daily totals to the 'Finish' column for the entire working month (for a 145 hour month, this is 07:15 for a standard day) and overwriting these values as you work through the flexi period. Example below:

| Lunch Out | Lunch In | Finish | Worked Hours | Reason for Adjustment | Value | Daily Totals | Weekly Totals | | June Edgar | |
|---|---|---|---|---|---|---|---|---|---|---|
| 12:00 | 12:30 | 17:00 | 07:30 | | 00:00 | 07:30 | | | | |
| 12:00 | 12:30 | 18:00 | 08:45 | | 00:00 | 08:45 | | | | |
| 12:00 | 13:00 | 18:00 | 08:15 | | 00:00 | 08:15 | | | Calendar Year | 2012 |
| | | 07:15 | 07:15 | | 00:00 | 07:15 | | | Flexi Period | 02 |
| | | 07:15 | 07:15 | | 00:00 | 07:15 | | | Start Date | 13/02/2012 |
| | | | 00:00 | | 00:00 | 00:00 | | | End Date | 11/03/2012 |
| | | | 00:00 | | 00:00 | 00:00 | 39:00 | | Current Date | 21/02/2012 |
| | | 07:15 | 07:15 | | 00:00 | 07:15 | | | Day in Period | 9 |
| | | 07:15 | 07:15 | | 00:00 | 07:15 | | | | |
| | | 07:15 | 07:15 | | 00:00 | 07:15 | | | | |
| | | 07:15 | 07:15 | | 00:00 | 07:15 | | | Brought forward hours | 00:00 |
| | | 07:15 | 07:15 | | 00:00 | 07:15 | | | Hours Worked | 147:45 |
| | | | 00:00 | | 00:00 | 00:00 | | | Sub Total | 147:45 |
| | | | 00:00 | | 00:00 | 00:00 | 36:15 | | Standard Contract Hours | 145:00 |
| | | 07:15 | 07:15 | | 00:00 | 07:15 | | | Debit/Credit Hours | 02:45 |
| | | 07:15 | 07:15 | | 00:00 | 07:15 | | | Max Credit Permitted | 10:00 |

For staff working shorter hours per month, you can simply add the standard hours only for the days that you actually work. For example, someone who is on a 58:00 hour month, the spreadsheet should be filled in as follows:

| Start | Lunch Out | Lunch In | Finish | Worked Hours | Reason for Adjustment | Value | Daily Totals | Weekly Totals | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 09:00 | 12:00 | 12:45 | 18:00 | 08:15 | | 00:00 | 08:15 | | | | |
| | | | 07:15 | 07:15 | | 00:00 | 07:15 | | | | |
| | | | | 00:00 | | 00:00 | 00:00 | | | Calendar Year | 2012 |
| | | | | 00:00 | | 00:00 | 00:00 | | | Flexi Period | 02 |
| | | | | 00:00 | | 00:00 | 00:00 | | | Start Date | 13/02/201 |
| | | | | 00:00 | | 00:00 | 00:00 | | | End Date | 11/03/201 |
| | | | | 00:00 | | 00:00 | 00:00 | 15:30 | | Current Date | 22/02/201 |
| | | | 07:15 | 07:15 | | 00:00 | 07:15 | | | Day in Period | 10 |
| | | | 07:15 | 07:15 | | 00:00 | 07:15 | | | | |
| | | | | 00:00 | | 00:00 | 00:00 | | | | |
| | | | | 00:00 | | 00:00 | 00:00 | | | Brought forward hours | 00:00 |
| | | | | 00:00 | | 00:00 | 00:00 | | | Hours Worked | 59:00 |
| | | | | 00:00 | | 00:00 | 00:00 | | | Sub Total | 59:00 |
| | | | | 00:00 | | 00:00 | 00:00 | 14:30 | | Standard Contract Hours | 58:00 |
| | | | 07:15 | 07:15 | | 00:00 | 07:15 | | | Debit/Credit Hours | 01:00 |

5) Too add leave, flexi days or sick days, use the drop down box in the 'reason for adjustment column' as shown below and this will add up totals accordingly. Please note that the dropdown arrow does not appear until you click in to the 'reason for adjustment' box:

| | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Start | Lunch Out | Lunch In | Finish | Worked Hours | Reason for Adjustment | Value | Daily Totals | Weekly Totals |
| 2 | 09:00 | 12:00 | 12:30 | 17:00 | 07:30 | | 00:00 | 07:30 | |
| 3 | 08:45 | 12:00 | 12:30 | 18:00 | 08:45 | | 00:00 | 08:45 | |
| 4 | | | | | 00:00 | Full Day Annual Leave ▾ | 07:15 | 07:15 | |
| 5 | | | | 07:15 | 07:15 | Half Day Annual Leave / Full Day Annual Leave | 00:00 | 07:15 | |
| 6 | | | | 07:15 | 07:15 | Sick Leave | 00:00 | 07:15 | |
| 7 | | | | | 00:00 | Public Holiday / Flexi Leave | 00:00 | 00:00 | |
| 8 | | | | | 00:00 | Half Day Flexi | 00:00 | 00:00 | 38:00 |

6) To save changes, save the document in the normal excel way by clicking the 'Office Button' at the top left of the screen followed by 'Save'. You can then close the spreadsheet by clicking the ✕ button at the top right of the screen.

If you experience any problems with this spreadsheet and require assistance, please contact the ICT service desk on extension 3333 or by mailing Ict.servicedesk@Moray.gov.uk